

24 April 1959

D-R-A-F-T

_____jmc

25X1A9a

25X1A9a _____

Career Service Comments (Section E)
Career Preference Outline

25X1A9a _____ career interests and indicated training objectives, which are compatible with her experience and innate abilities, have been noted by the Career Service Board. She should be able to perform effectively in a management support position having a wide range of duties and responsibilities. Her personality, adaptability, and increased language competence make her well qualified for an overseas assignment.

MEMORANDUM FOR: Chairman, ORR Career Service Board

SUBJECT: Career Preference Outline Of 25X1A9a

1st Indorsement

A. COMMENTS BY (DIVISION)(STAFF) CHIEF

NA (See Section D of CPO)

Date

Signature

2nd Indorsement

B. COMMENTS BY AREA CHIEF (When Applicable)

- ☒ I concur in (Division) (Staff) Chief's comments.
- ☐ As the employee is not personally known to me, I accept the comments of the (Division) (Staff) Chief.
- ☐ Other (please specify):

30 July 1957
Date

25X1A9a

S-E-C-R-E-T

(When Filled In)

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle)	2. DATE OF BIRTH	3. SERVICE DESIGNATION	4. GRADE
25X1A9a	10 January 1921	SD/IR	GS-8
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT
ORR	Admin. Assistant	GS-0301.02	Office of Chief, Geographic Research Area

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

Administrative Assistant/Secretary

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

Continue present work in administration, developing broader competence through experience and training.

B. LONG-RANGE (Within next 3 to 5 years)

Administrative Assistant/Secretary at higher level.

Function at a level in management support that carries more responsibility, such as a higher level administrative assistant or an executive secretary. An overseas assignment would be acceptable.

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

External courses on general office management.

B. LONG-RANGE (Within next 3 to 5 years)

B-20 Instruction techniques
B-21 Effective writing
I-5 Effective speaking
I-6 Writing Workshop
I-7 Reading Improvement

12. ADDITIONAL COMMENTS

I recognize that the implementation of my career preferences must depend upon the needs of the organization. I understand that my performance, capabilities and interests will be given due consideration.

13. DATE COMPLETED

23 July 1957

14. SIGNATURE OF EMPLOYEE

25X1A9a

SECRET

(When Filled In)

SECTION D.

Sanitized - Approved For Release : CIA-RDP63-00314R000100360006-8

15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

career interests are appropriate to her past experience and her natural capabilities. With proper additional training, she should perform effectively in a management support position carrying a wider range of duties and responsibilities. She is well fitted in personality and adaptability to an overseas assignment.

16. RELATIVE TO TRAINING FOR EMPLOYEE

Concur.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

18. 25X1A9a

TITLE

Special Assistant to Ch/G/RR

20. DATE

24 July 1957

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

Sanitized - Approved For Release : CIA-RDP63-00314R000100360006-8

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. EMPLOYEE (Last-First-Middle) 25X1A9a	2. DATE OF BIRTH 10 January 1921	3. SERVICE DESIGNATION SD/TR	4. GRADE GS-8
5. ORGANIZATIONAL TITLE OPR	6. POSITION TITLE Admin. Assistant	7. OCCUPATIONAL CODE GS-0301.02	8. OFFICE OF ASSIGNMENT Office of Chief, Geographic Research Area

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

Administrative Assistant/Secretary

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

Continue present work in administration, developing broader competence through experience and training.

B. LONG-RANGE (Within next 3 to 5 years)

Administrative Assistant/Secretary at higher level

Function at a level in management support that carries more responsibility, such as a higher level administrative assistant or an executive secretary. An overseas assignment would be acceptable.

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

External courses on general office management.

B. LONG-RANGE (Within next 3 to 5 years)

**B-20 Instructional techniques
B-21 Effective writing
I-5 Effective speaking
I-5 Writing Workshop
I-5 Reading Improvement**

12. ADDITIONAL COMMENTS

RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

23 July 1957

14. SIGNATURE OF EMPLOYEE

25X1A9a

SECTION D.

Sanitized - Approved For Release : CIA-RDP63-00314R000100360006-8

15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

career interests are appropriate to her past experience and her natural capabilities. With proper additional training, she should perform effectively in a management support position carrying a wider range of duties and responsibilities. She is well fitted in personality and adaptability to an overseas assignment.

16. RELATIVE TO TRAINING FOR EMPLOYEE

Concur.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

18. 25X1A9a

19. TITLE

Special Assistant to Ch/G/HR

20.

24 July 1957

SECTION E. 25X1A9a

FOR USE OF CAREER SERVICE

21. COMMENTS

career interests and indicated training objectives, which are compatible with her experience and innate abilities, were been acted by the Career Service Board. She should be able to perform effectively in a management support position having a wide range of duties and responsibilities. Her personality, adaptability, and increased language competence make her well qualified for an overseas assignment.

22. TYPED OR PRINTED NAME

25X1A9a

24. TITLE

Secretary, Career Service Board, GHR

LEAVE BLANK

SECRET